

5 FEB 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 2 February 1968

25X1A 1. [REDACTED] was critically
injured in Vietnam on 31 January 1968 and was evacuated to the 9th Army
25X1A Field Hospital. A cable received on 2 February 1968 indicated that [REDACTED]
25X1A [REDACTED] recovering and is in good spirits. He has been surfaced as
[REDACTED]

2. Handling of Vietnam Casualties: Chief, Benefits and Services Division
met on 2 February 1968 with representatives of Cover, Security, and Far East
Division for the purpose of reviewing together our reaction, response, and
handling of casualties which may be reported from Vietnam. During the course
of this meeting, we reviewed our respective responsibilities and agreed to
ensure that each office would be ready regardless of the time of day to take
necessary action under the leadership of the Office of Personnel. We have ex-
changed names of officers and telephone numbers including alternate names in
the event the principal is not available or is otherwise occupied. [REDACTED]
had been invited to the meeting but could not attend. He was briefed separately
and will be included in the coordinated action taken in the event a casualty is
reported. 25X1A

3. Advance Staffing Plan: Computations have been completed and the working
documents developed for the Advance Staffing Plan for Fiscal Year 1969. The
ASP is now in the hands of various Directorate officials for their review and
further action by the components within the Directorates.

4. Recruitment Seminar: On 29, 30, and 31 January a study group met at Headquarters to review present recruiting methods and determine whether there might be other procedures or additional steps which can be taken to facilitate continued recruiter access to high-quality prospects. The following individuals participated:

Dr. Edward L. Allen

Mr.

Mr.

Mr.

Mr.

Mr.

Mr.

Dr.

Mr.

(Chairman)

All participants considered the exercise very worthwhile. Chief, Recruitment Division is writing a report of the findings and recommendations.

5. Special Follow-up Report - Visit to West Florida University: On 11 January 1968, Mr. [REDACTED] met with Mr. John Sherrill, Coordinator of Cooperative Education at the University of West Florida for a visit to this new campus and discussions with the Vice Presidents for Academic Affairs and Administration, department heads and faculty members about our Cooperative Education Program.

West Florida is new to the Florida State System (September 1967) and restricts its students to those at the junior and senior level. The university is establishing an impressive Computer and Systems Operations program as well as mathematics, physics and chemistry programs. While some of the faculty are not completely sold on the cooperative education system, Professor Robert Littleton, Head of the Computer Services Department asked if it would be possible

to have a speaker from our Computer Services Office to talk with his students. He is most anxious to place some of his students with us. Mr. [REDACTED] will take up this matter of a speaker with OCS officials.

25X1A

25X1A 6. Summer Intern Program: During the week of 20 January 1968, Mr. [REDACTED] and two representatives from National Photographic Interpretation Center visited the Photographic School of the Rochester Institute of Technology and met with a total of 23 Summer Intern candidates. This group discussion was followed by individual interviews with 15 of the students -- 10 of whom received Personal History Statement forms to complete and send to us.

In addition we offered full-time employment to three RIT seniors who have served with us in the past as Summer Interns in NPIC.

7. Credit Union Statements: Credit Union Quarterly Statements were distributed to Headquarters employees during the week of 20 January.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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